

**HAMPDEN COUNTY RECC
REGIONAL 911 EMERGENCY COMMUNICATION DISTRICT PLANNING COMMITTEE**

MAY 13, 2016

10:00 AM

LONGMEADOW POLICE DEPARTMENT

34 WILLIAMS STREET, LONGMEADOW MASSACHUSETTS 01106

APPROVED MINUTES

The meeting was called to order at 10 AM by a member of the Carell Group who asked for Introductions and Confirmation of Membership. After all participants introduced themselves, all were asked if three persons had been formally appointed to the District Planning Committee (DPC) by the Chair of the Board of Selectman from each participating Town. Assurances were made that all had. Lt. Stocks of Longmeadow maintains copies of those appointment letters.

The next item of business was Selection of a Chair and Vice Chair; Designation of a Minute Taker. Chief Robert Tucker nominated Stephen Crane to serve as Chair. The nomination was seconded and passed unanimously. Nick Breault was nominated for Vice Chair, and also elected unanimously. Stephen Crane said he preferred that the Carell Group be charged with keeping the Minutes. This was agreed, and Michael Gardner took the minutes for this meeting. Crane also reminded everyone of the need to keep minutes for subcommittee meetings.

It was proposed that minutes be posted on the website of the Town of Longmeadow, though each community was also free to post them. Since minutes would not be formally approved until the next meeting of the DPC, the possibility of posting draft minutes, subject to approval, was discussed. There was a discussion of the possibility of Executive Sessions, and it was generally agreed that any contemplated Executive Sessions should be posted as part of the Agenda, absent extremely exigent circumstances.

The next item on the agenda was an Update on Developments since Grant Award. Christine Wingfield, Regional PSAP Coordinator from the State 911 Department, said that the guidelines for the fiscal 2017 grant process had been released. Blake Haskell from the Carell Group introduced guests from Southwick who have expressed interest in the RECC. Stephen Crane said Longmeadow will send out a roster list of the members of the DPC.

The next item on the agenda was Review, Consideration of Amendments, Additions, Deletions to the Project Plan and Timeline to Develop the RECC, Proposed by the Carell Group, Inc. This document had been distributed at an earlier meeting on April 27, 2016. Stephen Crane said he would like a formal designation that this was a reasonable chart or set of tasks. During discussion it was remarked that there should be a new item F, as previously discussed: To cultivate support for the RECC at the Commonwealth's E911 agency. It was also generally agreed that this plan might need modifications or elaboration as work went on. Crane reminded the group that this document would become the basis for a contract with the

Carell Group. Ellie Vilano made the motion that the DPC accept this document (as modified with the new item F) as the work plan for the DPC. The motion passed unanimously.

The next item of business was Designation of Subcommittees and Membership on Each. It became apparent that designating all the Subcommittee members might be too cumbersome for this meeting, so it was decided to identify the Chair of each subcommittee and leave it to those Chairs to collect information on membership from each Town and to report it back to the DPC and the Carell Group.

Pablo Madera was designated as Chair of the Building Subcommittee. Joseph Metcalfe was designated Chair of the Technology Subcommittee. Jeff Farnsworth said he would assist as alternate Chair. Paul Federici volunteered as Chair of the Governance and Finance Subcommittee. Stephen Crane and Ellie Vilano said they would serve on that subcommittee. The Dispatch, Police and Fire Operations Subcommittee (hereinafter the Operations Subcommittee) was to be chaired by Chief Stankiewicz, with a Co-Chair of John Dearborn.

The Subcommittees were encouraged to organize and meet in a timely way, so as to be able to report any activities and actions by the time of the next meeting of the DPC (June 20, 2016).

The Carell Group recommended that each member of the DPC consider designating an Alternate who could attend meetings and speak for the principal, should it be impossible for the principal to attend a particular meeting. It is recommended that only principals participate in any votes of the DPC.

The discussion then moved to Identification and Discussion of Each Community's Greatest Non-financial Concerns About Participating in the RECC. How the RECC could accommodate the different operational procedure of each Town was a principal concern. It was agreed that this and other concerns were best discussed and addressed at the subcommittee level. The uncertainty of grant funding was also discussed. Several members expressed the view that we should not let funding uncertainty prevent the group from trying to design the RECC that best suits all their needs.

Stephen Crane said he thought it would be beneficial for the group to develop a Mission Statement and requested each Town to bring back some suggested language for the next meeting.

Other To Do List items included establishing a subcommittee meeting schedule. The Carell Group was discouraged from trying to find other Towns who might want to participate in the RECC at this time, but Southwick was encouraged to decide whether they might want to formally join the DPC via Chapter 500 in order to participate in the planning of the RECC.

The next meeting of the DPC was scheduled for June 20, 2016 at 11 AM at the East Longmeadow Fire Station. The meeting adjourned at 11:25 AM.

Minutes approved at the next meeting of the District Planning Committee, July 14, 2016